



Fleet and Industrial Supply Center - Norfolk, Virginia

# Supply Chest

March 12, 2004

Ready - Resourceful - Responsive!

Vol. 56 No. 5

## FISC Norfolk habitability program a “center for excellence”

By Scott Wilkins

The mission of the Fleet and Industrial Supply Center (FISC) Norfolk Habitability Branch office has always included customer satisfaction, timely delivery and quality. These three pillars of the FISC habitability mission are evident in all aspects of their support for the Fleet. Since the creation of the Habitability Branch in 1990, the office has provided a variety of support to the Fleet. NAVSUP has recently designated FISC Norfolk as the East Coast Center of Excellence for habitability renovations on the Eastern seaboard. The office issues Indefinite Delivery Indefinite Quantity (IDIQ) contracts, requirement contracts, purchase orders, and delivery orders in support of U.S. Navy ships. The office also supports maintenance and service requirements for the Commander Regional Support Group (CRSG) and Shore Intermediate Maintenance Activity (SIMA), soon to become part of the Regional Maintenance Center (RMC).

The core mission of the branch has always remained dedicated to supporting fleet supply officers and Type Commanders



Kenny Goodman, naval architect technician (left) and Scott Wilkins, contracting officer (right), review specifications for planned habitability work aboard USS Theodore Roosevelt (CVN 71) with local contractors.

(TYCOMs) to improve shipboard quality of life. The branch interfaces as a primary point of contact for the Fleet on all shipboard hab-

itability matters. The primary value it offers to the fleet is its flexibility and invaluable

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## THE MANY FACES OF SECURITY – Pass & ID Office



Sherry Ponds

By Bobby Whittington, Security Director

It's a pretty good bet that every FISC Norfolk employee is aware that we are a “two-badge” command. The Common Access Card (CAC), issued by the Naval Station Norfolk Pass Office, is used to gain entry onto military installations; while we have a distinctive FISC badge which allows access into our buildings, warehouses, pier and compounds. What you may not know is just how fortunate we are to have our own pass office located within Building W-143. We are one of the very few commands to have this ‘perk.’ Our ‘customer friendly’ operation allows FISC personnel (excluding contractors) to only take a couple minutes away from their desk and stop by to obtain their FISC badge and/or decals for their privately owned vehicles. Employees of most other commands located on Naval Station Norfolk must depart their work location and travel down Hampton Boulevard to the Pass & ID Office, located across from Gate 5. And, if you’ve had occasion to visit that office, you’ll know about the lengthy lines and the considerable amount of time spent waiting there.

Ms. Sherry Ponds, security assistant, operates the FISC Pass Office. She is

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## From the Commanding Officer ... Mid-Atlantic Retail Supply A-76

FISC Norfolk Teammates,

As many of you know, the Mid-Atlantic Retail Supply A-76 study was temporarily delayed by the FY04 DoD Appropriations Act. The Act had a general provision that limited efforts to complete multifunction Commercial Activities (CA) studies to 30 months. Because the Mid-Atlantic Retail Supply study had been on-going since October 2000 and had exceeded the 30 months, OPNAV directed NAVSUP, along with other claimants, to stop all work including contracting actions on CA studies that exceeded the limit. Thus all work and taskings associated with the Mid-Atlantic Retail Supply study stopped on October 2, 2003.

On January 22, 2004, the Senate passed House Resolution 2673 (Omnibus Spending Bill), and on January 23rd the President of the United States signed the bill. Signing of the bill allowed the DoD to resume work on the previously halted CA studies, including the Mid-Atlantic Retail Supply study.

In early February 2004, FISC Norfolk resumed contracting actions in support of the Retail Supply CA study. The solicitation was reopened for full and open competition on February 20, 2004. Subsequent steps in the process include site visits by prospective bidders, which are tentatively scheduled in mid March and reconvening of the Technical Evaluation Board in April 2004 to evaluate technical soundness of the private sector proposals. The target date for the Tentative Decision is July 30, 2004, and contingent on a mandatory appeals period, the target date for Final Decision is September 30, 2004. Once the final decision is reached there is a transition period to implementation of the MEO or contract start, which should occur around April 2005. More information will be provided as it becomes available.



Capt. L. V. Heckelman

## March is Women's History Month

Nearly 58,000 Navy women are serving on active duty, and thousands more are serving in the Naval Reserve, contributing to combat readiness everyday at sea, in the air, in foreign lands, and on the homefront. Their extraordinary accomplishments build upon the success of women who served before them, going back to the first Navy nurses and yeomen(f) of World War I. Navy women support and defend their country in the majority of officer and enlisted communities, from boatswain's mate to bandmaster, surface warfare officer to steelworker, and hull technician to human resources officer.

Commands are strongly encouraged to observe national

Women's History Month through educational programs, exhibits, publications, and participation in military and community events that recognize the achievements of women.

For information on women in the military and/or women in the Navy, visit the following websites:

- [www.nwhp.org](http://www.nwhp.org)
- [www.chinfo.navy.mil/navpalib/people/women/wintop.html](http://www.chinfo.navy.mil/navpalib/people/women/wintop.html)
- [www.womensmemorial.org](http://www.womensmemorial.org)
- [www.nwhm.org](http://www.nwhm.org)
- [www.wrei.org](http://www.wrei.org)

## Supply Chest

Fleet and Industrial Supply Center  
1968 Gilbert Street, Suite 600  
Norfolk, Virginia 23511-3392  
(757) 443-1013/14

Capt. L V. Heckelman, SC, USN, Commanding Officer  
Bob Anderson, Public Affairs Officer/Managing Editor  
Jim Kohler, Editor  
Bill Pointer, Staff Photographer  
Steve Craddock, Staff Graphic Illustrator

This appropriated funds newspaper is an authorized publication for military and civilian personnel of the Fleet and Industrial Supply Center (FISC), Norfolk, and the Defense Distribution Depot (DDNV), Norfolk. It is published by the FISC Public Affairs Office, located in building W-143, Naval Station Norfolk. Contents of the Supply Chest are not necessarily the official view of, or endorsement by, the US Navy. The Supply Chest is a bi-weekly publication published in compliance with the provisions of NAVSO P-35. It is a member of the American Forces Press Service and is available on line at [www.nor.fisc.navy.mil](http://www.nor.fisc.navy.mil). Material may be reprinted if proper credit is given. Submit material to the FISC Public Affairs Office, Code 01, or call (757) 443-1014 DSN 646-1014; FAX (757) 443-1015. All material is subject to editing.



## That was then...



When this photo was taken in November, 1943, our command was just 24 years old. Later this month, FISC Norfolk will celebrate 85 years of service to the fleet. Tuesday, March 30 at 10 A.M., current and former employees will gather in the Mall area of Building W-143 to mark this important milestone in the history of FISC Norfolk. Please join us if you can.



### **W-143 cafeteria renovations to be finished soon**

This is what the cafeteria on the sixth floor of Building W-143 looked like in December at the start of the renovation process. If you've been wondering how much longer it would be before you could enjoy a full-service cafeteria in W-143, the wait is almost over. Renovations should be complete and the cafeteria should reopen by the end of April. Until then, limited service will still be available in the Jack Room.

# Political Activity of Federal Civilian Employees for 2004

With the presidential primaries in full swing it's a good time to review the laws and regulations that cover our participation in all the political activities that are going on. To assist us, every presidential election year the Deputy Secretary of Defense, currently Paul Wolfowitz, publishes a memorandum that summarizes these laws and regulations. In his memo, Wolfowitz stresses that "nothing in the memo is intended to encourage or discourage employees' participation in political activities;" that decision is a personal one. Nonetheless, in making that decision it is important to understand the unique position federal employees are in with regard to political elections - the purpose of the laws and regulations is to ensure that a federal employee's political participation does not create a real or apparent conflict of interest with the full and impartial performance of their official duties. With this in mind, the following is a listing of permitted and prohibited political activities. Although these rules are normally viewed as limitations on your political activities, you may be pleasantly surprised at the extent to which the rules allow you to become involved in political activities.

### Permitted Political Activities

Federal civilian employees may:

- Participate in the following political organization activities:
- Being members of a political party or partisan group;
- Serving as officers of a political party or partisan group;
- Attending and participating in a political convention, caucus, or rally; and
- Serving as delegates to a political party convention.
- Take an active part in a political campaign, which includes:
- Displaying a political sign, sticker, button, or similar material (but not while on duty, while in a government office or building, or while using a government vehicle);
- Employees may place political stickers on their privately owned vehicles even if they park in a government lot or occasionally drive themselves to attend meetings at other agencies.
- Initiating or circulating a partisan nominating petition;
- Canvassing for votes;
- Addressing a political convention, caucus, or rally on behalf of a candidate;
- Managing a political campaign; and
- Distributing campaign literature.
- Participate in the following election-related activities:
- Voting;
- Acting as recorders, watchers, or challengers at a polling place;
- Serving as election judges or clerks;
- Driving voters to a polling place; and
- Running for non-partisan office (that is, an office to which political parties may not designate candidates).

Employees who run for non-partisan office may not seek the endorsement of a political party or print partisan campaign literature. They may participate in the following political fundraising activities:

- Making a financial political contribution;

- Attending, addressing, or being featured guests at a political fundraiser (but refraining from soliciting contributions personally);
- Invitations to a fundraiser may list employees as guests or speakers but may not include their official titles.
- Soliciting or receiving uncompensated volunteer services (but not from a subordinate or anyone with official matters before DoD); and
- Managing or organizing a political fundraiser hosted or sponsored by others (but refraining from soliciting contributions personally).
- Use work email to discuss political subjects in a manner similar to water-cooler conversations.

• Employees may not use work email to send messages to a high number of people with whom they have a minimal relationship for the purpose of encouraging the recipients to support or oppose a candidate, political party, or partisan group.

### Prohibited Political Activities

- Federal civilian employees may not:
- Run for partisan office (except as independent candidates in certain local elections).
- Participate in a permitted political activity while on duty, while in a government office or building, or while using a government vehicle.
- Use their official authority or influence to interfere with or affect the result of an election, which includes:
- Using their official titles while participating in a permitted political activity;
- Using their authority to coerce anyone into participating in a political activity;
- Soliciting or receiving uncompensated volunteer services from a subordinate; and
- Soliciting or discouraging the participation in a political activity of anyone with official matters before DoD.

Employees may not participate in the following fundraising activities:

- Soliciting or receiving political contributions (except under limited circumstances in relation with certain local elections or federal labor organizations);
- Employees may not solicit contributions anonymously over the telephone.
- Allowing the use of their official titles in relation with political fundraising; and
- Hosting or sponsoring a political fundraiser.

An employee's spouse may host or sponsor a fundraiser, and the employee may attend it.

This information may be found at [www.defenselink.mil/dodgc/defense\\_ethics/](http://www.defenselink.mil/dodgc/defense_ethics/) in the DoD guidance section of the "Ethics Resource Library. As with any ethics question, if you would like more information on this subject please contact the FISC Office of Counsel (Code 08) at 443-1089.



## Speaking for the Fleet

By **FLTCM(SW/AW) "Buck" Heffernan**

In my daily travels throughout U.S. Fleet Forces Command, I am continually introduced to Sailors who have great ideas. It often occurs to me that, no matter the pay grade, their perspective is invaluable. The problem is the number of people I get to actually meet and talk with is very limited. I would like to change that. I want to open up some communication that will perhaps give you a clearer picture of our future.

Starting with this column, and then every week, I am going to try to offer a little perspective — from the enlisted point of view — of where the Navy is headed.

Trust me, the future is not necessarily crystal clear. The Navy is changing at a pace faster than I have seen in almost 30 years. I'm confronted daily with multiple documents that try to explain how we get to a future where the Navy is aligned, and all Sailors have a clear career path. U.S. Fleet Forces Command has increased responsibility and the scope of information everyone in the Navy needs to understand has grown exponentially.

One thing is for sure, where we are headed is better than where we have come from. We have learned a lot from our business practices in the past. As we map out what our Navy will look like tomorrow, we

have some of the best minds possible working the plan. For all of you looking to the future and wondering what the Navy has in store for you, let me just say that I wish I were a seaman in today's Navy. The future holds more programs, opportunities and benefits for you than were ever imagined when I entered the Navy.

Through a series of weekly columns, I want to bring you information that will help you better understand the fleet today. I also greatly value input from all around the fleet. When you read my columns, if you have a suggestion or comment about the information, please get your comments to your command master chief, he or she knows how to get your opinion to me.

Some of the hot topics I plan to address in the weeks ahead are programs and initiatives that will greatly improve our fleet, but are not necessarily easily understood by everyone. Today there is so much information published in the newspaper, on television and on the World Wide Web that it's almost impossible to read it all. However, I truly believe our future leaders and best Sailors are doing their best to read and understand where we are headed. Perhaps I will be able to assist in that effort by providing some easy to understand explanations.

In time, I plan to unveil a Web site that



*FLTCM(SW/AW) "Buck" Heffernan*

will allow me to post information that may or may not be available to you through other sources. I also plan to include a discussion board where I can foster some positive feedback on issues that require input from the fleet.

To be the spokesman for all enlisted Sailors in the U.S. Fleet Forces Command area of responsibility is a real honor, and I look forward to opening up new lines of communication that will help me represent your views and concerns.



Supply Corps internship programs provide an excellent opportunity for junior officers to gain early insight into Supply Corps career program areas. Seven internship programs are available to outstanding junior Supply Corps officers: Navy Acquisition Contracting Officer (NACO), Navy Petroleum Officer Trainee (POL), Business/Financial Management (BFM), Integrated Logistics Support (ILS), Information Technology (IT), Transportation (NAVTRANS), and the Joint and Operational Logistics (JOL) Internship Program.

NAVSUP OP convenes an administrative screening board in April and October of each year. Interested officers must submit a written request endorsed by their commanding officer by April 5 in order to be considered for the April 2004 board. Applicants for the NACO Internship Program must complete 24 business credit hours (or the equivalent) prior to completion of the NACO program and consideration for Level II certification in the field of Acquisition. A copy of transcripts will be required. A sample application and additional infor-

## Supply Corps Internship Programs

mation on the internship programs may be found on the Supply Corps Personnel web site at [www.persnet.navy.mil/pers4412/requirem.htm](http://www.persnet.navy.mil/pers4412/requirem.htm), It's Your Career – Officer at [www.navsup.navy.mil](http://www.navsup.navy.mil) or [www.nko.navy.mil](http://www.nko.navy.mil). Requests should be mailed to: Navy Personnel Command (PERS-4412)

Director, Supply Corps Personnel, 5720 Integrity Drive Millington, TN 38055-4412

The primary selection criterion is sustained superior performance during an applicant's initial afloat tour. Applicants may submit a package prior to obtaining a warfare qualification; however, a warfare qualification must be obtained prior to negotiating orders with their detailer. Except for the Joint Operational Logistics Internships on the Joint Staff, participation in an internship incurs a two-year obligation. Please contact Lt. Todd Wanack, SUP OP32A, at 901-874-2914 (DSN 882) or at [p4412t@persnet.navy.mil](mailto:p4412t@persnet.navy.mil) with any questions.

Our internship programs offer valuable experience to a select group of our most promising junior officers. Senior Supply Corps officers should mentor our brightest young officers about the valuable experience and training provided by these internships.

J. D. McCarthy  
Rear Admiral, SC, USN

## habitability from page 1

service to the customer. The on-site training and assistance for shipboard personnel in writing habitability statements of work (SOW) requirements and specifications for all the varied possibilities that encompass habitability renovations are a substantial cost-saving service that is very appreciated in today's tight budget environment. The FISC Habitability Branch is a completely mobile service support unit that deploys teams of a Contract Specialist and a Naval Design Architect Technician to perform ship checks, take measurements, draw sketches and write specifications. The architect technician is another real value offered to the Fleet because of the expertise the position offers in writing specifications, providing pricing estimates for habitability planning, and conducting quality review if necessary. The branch can support ships either pier side at Naval Base Norfolk or at area shipyards, and can deploy to support CVN deployments as well as other surface battle groups before their homecoming after deployment. The trips have been on going since early 2002 with the most recent trips being to the USS Harry S. Truman (CVN-75) and USS Theodore Roosevelt (CVN-71) in May 2003.

The visits to the large deck ships such as the LHA's, LHD's, and CVN's do not define the mobile service concept, but it definitely remains one of the biggest cost saving initiatives to date with the program. The majority of on-site visits take place right here in the local area and the real value added and return on investment comes from the amount of planning execution and preliminary contracting that can be scheduled. The recent CVN-75 and CVN-71 habitability assessments in May 2003 demonstrated what a huge success they can be and resulted in reduced procurement lead-time and more efficient contracts for the ships and contractors upon their return. While on board, more than 50 ship's spaces were reviewed and all of the estimates generated were eventually used to procure HAB projects estimated over \$1.0M with the goal of completion occurring during the upcoming shipyard period. Currently, all of the CVN-75 projects are completed and the CVN-71 projects are just kicking off to coincide with the beginning of an 8-month overhaul period at Norfolk Naval Shipyard (NNSY). The success of these contracts was a direct result of an 'all or none' single contract award, which maintained contractor continuity and reduced post-award administration and integration for all parties. The streamlined procurement processes that can be accomplished through the visits are a powerful tool for TYCOMs who gain assurance of a timely delivery and competitive pricing during increasingly unpredictable operational underway commitments and tighter overhaul budgets. The FISC habitability team is able to glean the important details needed to maximize the time spent planning for potential projects from the captive audience on board. The leverage the Navy gains by pre-planning habitability projects allow contractors to pass on economies of scale and lower manufacturing costs. The cost of the trip in transportation and per diem are nominal compared to the conse-

quences of not taking advantage of the opportunity to complete a large amount of habitability planning in a short period of time. By not pre-planning, the ship runs the risk of extended planning while in the yard and the administrative burden of working with multiple contractors and procurement process once the ship is in the shipyard. Even if funding will not be available after the deployment, TYCOMs can still benefit from the trip because all of the estimating, planning, and scoping of the work has been completed and simply needs to be advertised and an award issued for timely delivery once funding becomes available.

All of the varied services performed are possible through an experienced and dedicated team of Military and Civilian professionals. They perform their duties by utilizing some of the most progressive and flexible contract vehicles available to the contracting profession. The most dependable and qualified contractors in the Hampton Roads area who are committed to only the highest standards of quality perform all of the habitability work contracted by the office. The FISC Habitability Branch office continues to perform and con-

tract for high customer service and NAVSEA approved services at a highly competitive and lower cost than other sources. The office has managed in a very competitive environment since 2001 and has analyzed competitive pricing awarded on IDIQ delivery orders. The value added pricing analysis has been a powerful tool for fleet supply officers who have used this data to better manage their budgets and allocations of operations and maintenance funding to get



*Scott Wilkins, Kenny Goodman and local contractors review proposed work in the ship's store aboard USS Theodore Roosevelt (CVN 71).*

the biggest 'bang for their buck.' Other habitability service providers promise ease of contracting, but to ensure their projects are completed, this promise comes at a very high renovation cost. Lack of competition and prime vendor concepts/brokering usually mean higher prices. The FISC Habitability Branch office has always maintained a strong partnering approach with contractors and historic pricing analysis allows the FISC Habitability Branch office to negotiate a fair market price for Fleet customers.

The business model the FISC Habitability Branch office has used since 2001 providing support to identifying requirements, on-site planning both CONUS and OCONUS, developing cost estimates, defining requirements, conducting ship checks with contractors, evaluating competitive proposals, monitoring contractor performance, and performing quality control inspections have all resulted in a high level of customer satisfaction and an excellent reputation in the fleet for dependable and reliable service. Technological changes and enhancements such as NMCI and the DoD e-Mall will give fleet supply officers unprecedented access to quick and easy procurement vehicles that will have minimal impact on their ship schedules. As the Navy and NAVSUP continue to work towards supporting the Sea Power 21 vision and adapt to the changing environment in which we all serve, the FISC Habitability Branch office promises to continue to offer first-rate service to their Fleet customers and adapt to the ever changing business environment.



## Security from page 1

basically a 'one-person' operation because our vehicle decals are controlled forms and must be fully accounted for, issued by receipt and properly protected. Items required to obtain decals are vehicle registration, proof of insurance, current inspection receipt and CAC. Decal expiration date and CAC expiration dates must coincide. After Ms. Ponds issues vehicle decals to an individual, she must enter that information concerning the vehicle, owner and decal into a base-wide computer system called COPS. That system allows base police and their pass

office to obtain the identity of anyone having a base decal if needed. That information should be deleted when an individual leaves our command or sells the vehicle. The base decals must be removed from the vehicle and returned to the FISC Pass Office.

In addition to managing our badge and vehicle registration programs, the FISC Pass Office is the command's central repository for Lost and Found Personal Property. If personal property, such as gloves, eyeglasses, keys, etc., is found within the FISC confines, that property is turned into our pass office. Ms. Ponds records the items,

date found, finder, etc. If the owner later claims his/her property, Ms. Ponds records the release (name, date, signature of recipient, etc.). If you lose or misplace some items of personal property, always check with Ms. Ponds to report it and to see if it's been found.

Ms. Ponds reports directly to our command security manager, Barbara Brooks, and is a key member of our security staff. If you have further questions or comments concerning the functions of our pass office, please contact Ms. Ponds at 443-1525 or via email.



## DDNV BZs

*DDNV employees from the Code V Positive Research Group were awarded command coins recently by DDNV Commander Capt. Bob Howard. The six employees were recognized for eliminating inventory backlog. Pictured with Capt. Howard are (left to right) are Carolyn Cuffee, Michael Davis, Mary Walker, Harold Wallace, Martha Connolly, Ronald Winstead, and Capt. Howard.*



*DDNV Commander Bob Howard congratulates Debra Dozier of Code X after presenting her with a command coin. She, along with Earlie Stephens (not pictured) was responsible for conducting internet email training.*

## Bravo Zulu



**FISC Norfolk Sailor of the Quarter**



SH1(SW) J. A. Monroe, Fleet Assist Team, is the FISC Norfolk Sailor of the Quarter.

**FISC Norfolk Junior Sailor of the Quarter**



SH3 C. T. Jordan, Fleet Assist Team, is the FISC Norfolk Junior Sailor of the Quarter.

**SURFLANT sends thanks**

*FISC Norfolk/DDNV Teams:*

*Please accept my personal thanks for "staying open/staying late/delivering on time" to support our ships. It's good to know that when we receive a short notice deployment order, the FISC Norfolk and DDNV teams were there to do whatever it takes to get our ships ready for sea. Even though we didn't go (yet), we were ready, largely due to your effort. Thanks again for going the extra mile and the outstanding customer service you provide every day.*

*CAPT Bob "Zool" Schwaneke  
SURFLANT Force Supply Officer*

**BZ from NEMC Portsmouth**

*Capt. Heckelman,  
Navy Environmental Health Center, Portsmouth wishes to thank you and your very professional staff for excellent customer service. We worked with Ms. Marlene Chambley and Ms. Terri McGeein on our annual educational workshop's audiovisual contract. Thank you.*

*Very respectfully,  
Capt. Jim McGinnis, MSC, USN  
Director, 43<sup>rd</sup> OH/PM Workshop  
Navy Environmental Health Center*

**Thanks from USS Oscar Austin**

*I am LT Vavasseur, Chief Engineer on OSCAR AUSTIN. We recently got underway with only two of three operational generators. The third needed a hard-to-get pressure-switch which could not be delivered before our underway time. I called our LSR, Mr. Jim Rice, and arranged delivery via a helo (from HC2) coming to us that evening for training. When I called, Mr. Rice had already been in contact with NAVSEA Philly (where the part was coming from), knew exactly what I was talking about and when the part was coming. I asked him to re-route to the helo (vice our Mayport destination) and he hand delivered the part on time and to the correct helo (not always a given...). Within 30 minutes of part receipt from the helo, it was installed and the optest was sat. Three generators are A LOT more comfortable at sea than 2 and A LOT safer too. His efforts directly impacted our immediate operations and were truly appreciated. Thanks to Mr. Rice for making the extra effort. It counted this time.*

*V/R,  
LT Jana Vavasseur  
USS OSCAR AUSTIN CHENG*